

Operator's Lesson Plan

Missing Person File

I. Introduction

The entry of missing persons into IDACS and NCIC will provide law enforcement with the means to locate people and return them safely to the complainant.

II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to the entry of missing person data into IDACS/NCIC.

III. Criteria for Entry

A missing person record may be entered using one of the following categories:

1. Disability (MKE*/EMD): a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/herself or others to personal and immediate danger.
2. Endangered (MKE/EME): a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
3. Involuntary (MKE/EMI): a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.
4. Juvenile (MKE/EMJ): a person under the age of 18 who is missing and does not meet any of the entry criteria set forth in 1,2, 3, or 5.
5. Victim (MKE/EMV): a person of any age who is missing after a catastrophe.
6. Other (MKE/EMO): a person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety (NCIC 2000 format only).

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IV. Entry of a Missing Emancipated Person (ADULT) Record

A record for a missing person who is over the age of 18 may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy. In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

V. Entry of a Missing Unemancipated Person (CHILD) Record

A record for a missing person who is under the age of 18 should be immediately entered into NCIC 2000 using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim). A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC 2000 Missing Person File.

VI. Retention Period

A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record.

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A. Enter Missing Person (EMD/EME/EMI/EMV/EMO)

Agency/Case

1. Message Key (MKE)
 - a. Required.
 - b. Disability (MKE/EMD)
Endangered (MKE/EME)
Involuntary (MKE/EMI)
Juvenile (MKE/EMJ)
Catastrophe Victim (MKE/EMV)
Other (MKE/EMO)
2. Date of Last Contact (DLC)
 - a. Required.
 - b. Must be a valid Gregorian date (MMDDYYYY) equal to or less than current date.
3. Control Field (MNP)
 - a. Required.
 - b. Code MP (Missing Person) may be used for any message key.

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- c. Code DV (Disaster Victim) is used with message type EMV (Catastrophe Victim).
 - d. Code CA (Child Abduction) is used only with message types EMI or EME (Involuntary or Endangered) and there is reasonable indication a child has been abducted or indications of foul play. DOB must be under 18. When CA is used, NCIC notifies both the FBI Child Abduction Unit and National Center for Missing and Exploited Children. Explain full circumstances in MIS Field.
5. Missing Person Circumstances (MPC)
- a. This field must be entered as one of the following:
S (Abducted by a stranger)
R (Runaway)
N (Abducted by a non-custodial parent).
6. Caution and Medical Conditions (CMC)
- a. When a missing person record is entered with a caution indicator, the MKE ends with a -C, and the CMC Field must contain a valid caution and medical code.

Person Data

1. Date of Emancipation (DOE)
- a. Mandatory when the MKE is EWJ.
2. Foot Prints Available (FPA)
- a. Must be Y or N.
3. X Rays Available (BXR)
- a. Must be one of the valid NCIC codes listed below:
F (X-rays available for all body parts.)
P (X-rays available for some, but not all, of the body.)
N (No X-rays are available.)
4. Circumcision (CRC)
- a. Must be left blank (unfilled) if SEX is F (female). If coded:
C (Was circumcised)
N (Was not circumcised)
U (Unknown)
5. DNA Available (DNA)
- a. "Y" or "N".

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- b. The DNA Field has a default value of N meaning there are no DNA data available. When set to Y, then information must be contained in the MIS Field regarding obtaining this data.
- 6. DNA Location (DLO)
 - a. the entering agency should attempt to enter the following information in the DNA Location Field (DLO):
 - 1. The name of the laboratory from where the DNA sample was taken (e.g., FBI Laboratory).
 - 2. The physical location of the laboratory (e.g., Quantico, Virginia).
 - 3. A contact telephone number at the laboratory.
 - 4. The ORI of the laboratory.
 - 5. The type of DNA analysis used is mitochondrial DNA (mtDNA) or short tandem repeat (STR).
 - 6. The Combined DNA Index System (CODIS) number, if applicable.
 - 7. The entering agency may add information in the DLO Field, such as whether the DNA sample was typed.
- 7. Vision Prescription (VRX)
 - a. Enter a maximum of forty characters.
 - b. May be any of the characters in the NCIC character set except the period.
 - c. Code VRX field as written by optometrist, optician, etc., except when the following characters are encountered in the prescription:
 - 1. + (plus sign) use "P"
 - 2. . (decimal) use "D"
 - 3. = (equal sign) use "E"
 - 4. x (times sign) use "X"
 - d. Use a Space between right eye and left eye prescription.
- 8. Jewelry Type (JWT)
 - a. Must be one of the valid NCIC codes.
 - b. Each code may be used once in the JWT Field. Must enter the first code to be used in the first box.
- 9. Jewelry Description (JWL)
 - a. Maximum of 100 free text characters.

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B. Enter Missing Juvenile (EMJ/ EMJC)

Juvenile Data

1. City of Birth (COB)
 - a. Required.
2. Last School/Daycare/Home (SDCA)
 - a. Required.
 - b. Free text, may contain "NONE".
 - c.
3. Fields 3 Through 19.
 - a. Free Text.
 - b. Appropriate information should be entered.
 1. Hair Style (HLGTH).
 2. Build (BLD).
 3. Teeth (TEETH).
 4. Date Last Seen (DLS).
 5. Location Last Seen (LLS).
 6. Last seen Wearing (LSW).
 7. Habits, Associates, Interests, Hangouts (HAIH).

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8. Possible Destination (PDST).
9. Possibly in company With (PICW).
10. Medical Required (MRQ).
11. Initial Assessment (LEA).
12. Name of Case Worker (NCW).
13. Name of Parent or Guardian (NPG).
14. Parent Home and Work Phone (PPNO).
15. Local Agency Handling Case (LORI).
16. Investigating Officers Name/Phone (IOFC).
17. IMCC Number (IMCC).

C. Enter Supplemental Data (EN/ECN/EMN/EGMN/EXSN)

The screenshot displays the 'Omnibxx Force' application window. The main menu bar includes File, Forms, Edit, Comm, Options, Tools, Windows, Links, and Help. Below the menu is a toolbar with icons for Transmit, Message Window, and Message Log. The central area is titled 'ENTER SUPPLEMENTAL DATA (EN/ECN/EMN/EGMN/EXSN)' and contains several sections for data entry:

- AGENCY/CASE DATA:** Includes 'Originating Agency Code (ORI)' with the value 'INISF0000' and a 'Message Key' field.
- RECORD IDENTIFYING DATA:** Includes 'ID/Number (ID)' and 'Agency Case Number (OCA)'.
- SUPPLEMENTAL AGENCY/CASE DATA:** Includes 'Caution and Medical Conditions (CMC)' with three dropdown menus.
- SUPPLEMENTAL PERSON DATA:** Includes 'Alias Name (AKA)' (three lines), 'Date of Birth (DOB)' (two lines), 'Scars Marks and Tattoos (SMT)' (three lines), 'Social Security Number (SOC)' (two lines), 'Miscellaneous Number (MNU)' (three lines), and 'License Number (OLN)' (two lines). It also includes 'State (OLS)' and 'Year (OLY)' dropdowns.
- SUPPLEMENTAL VEHICLE DATA:** A section at the bottom with a single line for entry.

At the bottom of the window, there is a 'Command:' field and a status bar showing 'FOX-PRIM', 'T', 'DPS21', 'TRN21', 'LOG', '0 Message', and '13:55'. The Datamaxx logo and 'Leading Law Enforcement Technology' are visible in the bottom right corner.

Supplemental Person Data

A maximum of 99 AKA's, 9 DOB's, 19 SMT's, 9 MNU's, 9 SOC's, 9 OLN's, 9 LIC's, and 9 VIN's, 10 CMC', and 10 IMN may be added to a Sexual Offender Supplemental Entry.

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D. Enter Dental Data (ED)

Dental Data

1. Dental X-Rays available (DXR)
 - a. Required.
 - b. Must be Y "YES" or N "NO".
2. Dental Models Available (MPA)
 - a. Required.
 - b. Must be Y "YES" or N "NO".
3. Dentists Remarks (DRE)
 - a. Enter a maximum of fifty free text characters.
4. All or Unknown (DCH)
 - a. This field must be blank if entering Dental Characteristics below.
 - b. The code ALL or UNK only will be permitted in the DCH field.

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Tooth Data

1. May contain a maximum of 256 codes consisting of three numerics followed by a slash and:
 - a. One alphabetic character,
 - b. One numeric character, or
 - c. One to three characters.

E. Modify Missing Person (MM)

Omnixx Force

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

MODIFY MISSING PERSON (MM)

AGENCY/CASE DATA

Originating Agency Code (ORI) INISP0000 Missing Person Interest Field (MIF) ...

Name of Validator (VLN) ...

RECORD IDENTIFYING DATA

ID Number (IDX) ...

Agency Case Number (OCA) ...

MODIFY AGENCY/CASE DATA

Originating Agency Code (ORI) ... Message Key (MKE) ...

Agency Case Number (OCA) ...

Notify Originating Agency (NOA) ... Date of Last Contact (DLC) ...

Control Field (MNP) ... Missing Person Circumstances (MPC) ...

Caution and Medical Conditions (CMC) ...

Linkage Agency Identifier (LKI) ... Linkage Case Number (LKA) ...

MODIFY PERSON DATA

Name (NAM) ... Sex (SEX) ...

Race (RAC) ... Height (HGT) ... Weight (WGT) ...

Hair Color (HAI) ... Eye Color (EYE) ... Skin Tone (SKN) ...

Date of Birth (DOB) ... Date of Emancipation (DOE) ... Place of Birth (POB) ...

Scars Marks and Tattoos (SMT) ... Social Security Number (SOC) ...

Miscellaneous Number (MNU) ... FBI Number (FBI) ...

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 13:59

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F. Modify Dental Data (MD)

MODIFY DENTAL DATA (MD)

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

AGENCY CASE / RECORD IDENTIFIERS DATA

Originating Agency Code (ORI) INISP00X8 ID Number (IDN)

Agency Case Number (OCA)

DENTAL DATA

Dental X Rays Available (D/R) Dental Models Available (M/A)

Dentists Remarks (DRE)

DENTAL CHARECTERISTICS

All or Unknown (DCH) <----- DCH Field Must Be Blank If Entering Dental Characteristics Below

	Slash	X	V	M	O	D	F	L	C	R
01										
03										
05										
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09										
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26										

Command:

FOX-PRIM T SPHQ00X8 TTESTER LOG 0 Message 14:04

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